Instructions

Please complete this work plan based on the school’s approved School Improvement Plan for the 2019-20 school year.

For the GOAL, provide a SMART goal from the school’s School Improvement Plan. A SMART Goal is specific, measureable, attainable, realistic and trackable.

For the MILESTONES, please note that while a goal defines where you are going, a milestone describes specific steps showing how you are going to get there. For milestone, provide tasks / steps that will assist in achieving the goal.

If there are more than three goals, please add another table for those goals.

Here is a sample of what a goal and milestones may look like.

***SAMPLE:***

***School Name:*** *Kids International School*

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| **Goal 1:** *Increase the number of Blended Learning Classrooms from 5 to 10 classrooms by Nov 15, 2019.*  |
| **Milestones for Goal 1** | **Lead** | **Position** | **Due Date** |
| *Place order for 50 laptops to accommodate the additional 5 new blended learning classrooms (10 laptops per classroom for 5 classrooms)* | *John Doe* | *Business Manager* | *10/01/19* |
| *Have laptops set-up in classrooms* | *John Doe* | *Business Manager* | *11/01/19* |
| *Hire a consultant to provide Blended Learning professional development* | *John Doe* | *Business Manager* | *10/01/19* |
| *Teachers receive Blended Learning professional development* | *John Doe* | *Business Manager* | *11/01/19* |
| *School leadership evaluates the results of the Blended Learning model in the new classrooms*  | *Jane Smith* | *AP* | *11/15/19* |

**School Name:**

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| **Goal 1:**   |
| **Milestones for Goal 1** | **Lead** | **Position** | **Due Date** |
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| **Goal 2:**   |
| **Milestones for Goal 2** | **Lead** | **Position** | **Due Date** |
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| **Goal 3:**   |
| **Milestones for Goal 3** | **Lead** | **Position** | **Due Date** |
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